

**Suffolk County
Request for Quotes
Training in Innovative Onsite Wastewater Treatment Systems**

Due March 18, 2016

1.0 BACKGROUND

Pursuant to the County Executive's Reclaim Our Water initiative, the County Legislature passed Resolution Number 1026-2015 "ADOPTING LOCAL LAW NO. 40 -2015, A LOCAL LAW AMENDING CHAPTER 563 OF THE SUFFOLK COUNTY CODE TO MODIFY THE LAWS RELATING TO SEPTIC INDUSTRY BUSINESS TRAINING." A copy of the resolution is available at: <http://legis.suffolkcountyny.gov/resos2015/i1812-15.pdf>

Local Law 40-2015 adds 11 specialized endorsements under the Liquid Waste License. Each endorsement requires specialized training prior to an Applicant receiving a Liquid Waste License. In addition, the law requires continuing education ranging from 8 to 12 training contact hours (TCH's), depending on the endorsement. Proof continuing education must be submitted with an applicant's 2-year license renewal application. These requirements will become effective in June 2016.

Suffolk County wants to ensure that all courses required for the 11 endorsements are available to the septic industry in April 2016. This will allow the septic industry to prepare for the new certification requirements and the anticipated approval of innovative alternative wastewater treatment systems by the Suffolk County Department of Health Services (SDHS) in July 2016. Many of the courses will be offered by the Long Island Liquid Waste Association (LIWA), the industry trade group. However, there are two (2) newly created courses as described below that are currently not offered in Suffolk County.

2.0 PURPOSE AND INTENT

The Suffolk County Department of Economic Development and Planning along with the Suffolk County Department of Health Services is seeking proposals to provide two newly required training classes:

1. INSP100: Conventional System Inspection

A 2-day conventional septic system inspection class with examination based on the same class developed and offered by The University of Rhode Island, course number INSP100: Conventional System Inspection.

Day 1: Class participants will learn about onsite wastewater system inspection techniques, general safety issues, how to use tools and gadgets of the inspection trade, how to recognize typical substandard systems, how to collect baseline data, how to determine solids levels in tanks, and how to pump out systems, and proper septic inspection frequencies.

Day 2: Participants will conduct two actual, blind inspections in the field at existing homes using standardized inspection procedures. At the end of the day, participants will take written and field practical examinations.

2. OWT105: Innovative/Alternative System Overview

A class with examination based on the same class developed and offered by The University of Rhode Island, course number OWT105: Innovative/Alternative System Overview.

Class participants will learn about the regulatory status of I&A systems; selecting the proper system for a site; the treatment train process and standards; and wastewater distribution issues. Participants will also learn about pump controls, alarms, and timers; the basic components common to most I &A technologies; media filters – sand, trickle, foam, peat, textile; fixed activated sludge systems; ATU's; drainfield options; and operation and maintenance requirements.

The Department of Labor, Licensing and Consumer Affairs has informed all current liquid waste license holders that OWT105 is scheduled for April 20, 2016 and INSP100 is scheduled for April 21 and 22, 2016. Received proposals shall adhere to these dates, but may also offer additional dates. The Long Island Liquid Waste Association is proposing to offer their classes in both spring and fall of 2016, depending on demand. Proposals shall also include plans for offering these classes in following years.

3.0 EXPECTED OUTPUTS

The following outputs are expected as per the purpose and intent of this Request for Quotes:

1. Training materials for the design, construction, inspection and maintenance of conventional and innovative onsite wastewater treatment systems
2. A cadre of industry and training instructors who can apply their knowledge and experience to meet these new training requirements and ensure onsite wastewater treatment systems are properly designed, built and maintained.
3. A venue that provides adequate space for the training of up to 25 industry professionals in each class.
4. A mechanism for class registration
5. A mechanism for issuing training certificates upon successful completion of the two classes

4.0 REQUIRED INFORMATION

In accordance with the provisions of this Request for Quotes, you are requested to provide the information described below. Each Responder must follow the instructions contained in this RFQ in preparing and submitting its Response.

All Responses received, and any information contained therein, are subject to public disclosure. A Responder may designate specific information as exempt from public disclosure pursuant to New York Freedom of Information Law, Public Officers Law Article 6. If the Responder wishes such information to be withheld if requested pursuant to FOIL, the Proposer shall submit with its

Response a separate letter addressed to the primary contact referenced in this Request for Quotes, specifically identifying the page number(s), line(s) or other appropriate designation(s) of the Response containing such information, explaining in detail why such information is a trade secret or is other information which if disclosed would cause substantial injury to the competitive position of the Proposer's enterprise, and formally requesting that such information be kept confidential. Failure to submit such a letter will constitute a waiver by the Responder of any interest in seeking exemption of this information under Article 6 of the Public Officers Law relating to protection of trade secrets. The proprietary nature of the information designated confidential by the Responder may be subject to disclosure if it is requested and the County deems it subject to disclosure or if ordered by a court of competent jurisdiction. A request that an entire Response be kept confidential may not be considered reasonable since a submission cannot reasonably consist of all data exempt from FOIL. All Responses shall become the property of the County once submitted.

Responses should be concise, descriptive and pertinent. Responders should indicate and include:

- their level of experience delivering professional training, especially as it relates to expertise in wastewater or any applicable field (plumbing, chemistry, biology, etc)
- a detailed list of all proposed speakers and instructors, including possible subconsultants
- training venue(s) and training dates with ADA accessibility
- proposed timeframe for training delivery (i.e. proposed commitment, number of years)
- detailed cost proposal including: subsidy request by Suffolk County and plan for program self-sufficiency after 3 years (NOTE: Suffolk County will not pay for administrative or university overhead. Suffolk County will provide a maximum match of \$6,000)
- a resolution by the organization to finalize contractual arrangements with Suffolk County in order to provide training classes in April 2016, if practical
- a description of the proposed mechanism for class registration
- a description of the proposed mechanism for issuing examinations, and certificates of completion

All Responders are required to limit responses to five (5) pages or less at no smaller than 12 point type. Excess pages and extraneous materials or appendices will detract from the overall quality of the response and at the discretion of the County may not be considered.

Communications with representatives of the County concerning this request, by a Responder or on behalf of a Responder, are NOT permitted during the submission process (except as specified below). No telephone inquiries will be accepted. If you have questions or require clarification on any aspect of this Request for Quotes, please forward the request via email to: Justin.Jobin@suffolkcountyny.gov. Questions must be submitted by 4:00 pm, Friday, March 11, 2016 in order to be considered. The County will post answers to all questions on the Economic Development and Planning website at www.suffolkcountyny.gov by Tuesday, March 15, 2016.

The County will not be responsible for any expenses in the preparation and/or presentation of the Responses and oral interviews, if any, or for other disclosure of any information or material received in connection with this solicitation, whether by negligence or otherwise.

The County reserves the right to request additional information or clarification, if necessary.

This Request for Quotes is not an offer.

Responses must be received no later than the due date specified herein.

Responders must submit **by March 18** one electronic copy of Responses to:

Sarah Lansdale

Director of Planning

Suffolk County Department of Economic Development and Planning

Sarah.Lansdale@suffolkcountyny.gov